

CHAPTER 8.00 -AUXILIARY SERVICES

| SAFETY

8.10

The Superintendent shall develop a safety program for City of Chickasaw Board of Education approval which meets the standards set forth by the Alabama State Department of Education. The program shall ensure that:

- I. Employees shall cooperate with the law enforcement officials in providing safe conditions for students.
- II. All Chickasaw City School System employees strive to protect the physical welfare of each student.
- III. Employees remove hazards or report their existence to an immediate supervisor.
- IV. School alarm systems are monitored. Any malfunction shall be reported for immediate repair.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

290-3-1-.02(1)

HISTORY:

ADOPTED: 2012

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INSPECTIONS

8.14

As part of a comprehensive safety and loss control program, the City of Chickasaw Board of Education requires that all Chickasaw City School System-owned property be inspected regularly for potential safety hazards. These inspections should be conducted by the person responsible for managing the site. Hazardous conditions identified within the inspection report should be reported to the maintenance department or other appropriate staff for correction. A written report of all safety inspections shall be submitted to the Superintendent and placed on file.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01, §290-3-1-.02(a)

HISTORY:

ADOPTED: 2012

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EMERGENCY DRILLS

8.15

- I. Fire Drills – The Chickasaw City Board of Education requires that at least one (1) fire drill be held in each school during each month school is in session. A fire drill shall require complete evacuation of the building.
- II. Weather Drills -- A minimum of four (4) tornado drills shall be held each year. Each Chickasaw City school shall keep a record on file of all emergency drills and shall forward a copy of the report to the Superintendent.
- III. Procedures shall be developed as part of the Chickasaw City School System's Safety Plan to deal with other disasters and emergencies. Drills on such procedures, including lock down drills, will be conducted periodically.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
36-19-10

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01

HISTORY:

ADOPTED: 2012

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SANITATION

8.20

Each Chickasaw City School System School principal or work site supervisor or designee shall be responsible for maintaining satisfactory standards of sanitation and housekeeping.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-22-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

ADOPTED: 2012

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VEHICLE INSPECTIONS

8.30

- I. All Chickasaw City Board of Education buses used for the transportation of children shall be inspected both monthly and annually in accordance with standards established by the State Department of Education.
- II. Any vehicle found to be deficient shall be removed from service and shall not be used to transport students until the appropriate repairs have been made and further inspection reveals that the deficiency has been removed.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-27-1' 16-27-3, 16-27-5, 16-27-6,
16-27-8, 32-6-49.1 to 32-6-49.20

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01(2)

HISTORY:

ADOPTED: 2012

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SPECIAL USE OF SCHOOL BUSES

8.31

- I. Buses may be used for field, educational, and extracurricular trips.
- II. Any school which uses a bus for a trip shall reimburse the Chickasaw City Board of Education at the mileage rate established by the Board from the location of the bus to the destination and return.
- III. The City of Chickasaw Board of Education shall be responsible for paying the driver for the extracurricular trip. The school shall be responsible for reimbursing the Board for salaries as determined by the Board.
- IV. A school bus may not be used for an extracurricular trip where the round trip exceeds 425 miles, the trip requires an overnight stay, or the trip takes the group out of state without special approval of the Superintendent.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-27-2

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01(2)

HISTORY:

ADOPTED: 2012

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CHILD NUTRITION PROGRAM

8.40

- I. The City of Chickasaw Board of Education shall provide nutritious and adequate meals to all students at a minimal cost. The school principal, in conjunction with the Child Nutrition Program Director, is responsible for ensuring the Child Nutrition Program is operated in compliance with federal, state and local laws and regulations as well as policies of the Board.

- II. It is an objective of the Chickasaw City School System that all students have the opportunity to participate in the school lunch program. The Child Nutrition Program Director shall determine, in accordance with federal regulations, those students eligible for free or reduced price lunches.

The employee price for school meals must be applied to all City of Chickasaw Board of Education employees. There shall be no free meals provided to employees other than cafeteria workers. Cafeteria workers are defined as those employees paid from CNP funds that prepare and serve meals. All guests for lunch will be charged the visitor price. No seconds will be given free to anyone. Each school is provided with an la carte price list for those wishing additional food. A financial statement showing the results of each month's operation and the current financial condition shall be submitted to the Superintendent at the end of each month.

- III. The City of Chickasaw Board of Education Child Nutrition Program (CNP) cafeterias shall incorporate food safety practices as outlined under Hazard and Critical Control Point (HACCP) guidelines, Standard Operating Procedures (SOPs) shall be developed for handling, storage, preparation, and serving of all foods.

- IV. The Superintendent is instructed to develop all policies and procedures in compliance with state regulations.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

ADOPTED: 2012

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MEAL PATTERNS

8.40.1

- I. All Chickasaw City schools with grades K-12 shall participate in the Child Nutrition Program and shall serve student meals according to meal patterns established by the United States Department of Agriculture.
- II. The principal is responsible for scheduling adequate lunch time for students between the hours of 10:00 a.m. and 2:00 p.m. Variations from this schedule must have the approval of the Superintendent or designee.
- III. The Board maintains that all schools may implement offer vs. serve if proper notification (i.e., signage) is implemented. The Board requires, in conjunction with USDA regulations, that offer vs. serve be mandatory for all senior high school students (grades 10, 11, and 12). In compliance with USDA regulations, the Board requires that when offer vs. service is utilized, a student must select at least three out of five components for lunch. For breakfast, a student must select three out of four components. Offer vs. serve shall not affect the charge for breakfast or lunch.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-080-030-.03

HISTORY:

ADOPTED: 2012

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SCHOOL SALE OF COMPETITIVE FOODS & BEVERAGES 8.41

During meal service times, "Child Nutrition Program" may sell only those competitive foods and beverages which make a significant contribution to the students' daily requirement for nutrients. Food services operated for profit in the school, separate and apart from the non-profit breakfast and lunch program, may not operate. All income from concessions or extra sale items being vended or sold during meal service periods must be deposited into the Child Nutrition Program account.

STATUTORY AUTHORITY: CODE OF ALABAMA

LAW(S) IMPLEMENTED: CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY: ADOPTED: 2012

CHARGED MEALS

8.42

Charged meals are not an allowable expenditure for the Child Nutrition Program. No meals will be charged in the Child Nutrition Program with the exception of the provision for K-3 students.

The Principal shall work with parents, community groups, and other concerned individuals to arrange that any child in need may receive a free meal.

The Child Nutrition Program may not absorb unpaid charged meals as set forth in the USDA regulations. School meals are to be paid for in an efficient manner by pre-payment or by paying at the point of sale. However, some students may either lose or forget their lunch/breakfast money. The Child Nutrition Program permits students to eat lunch/breakfast by allowing them to debit their account for up to, but not exceeding, three meals.

The school principal must establish a non-public source of funds with which to pay for charged meals. The school office will remit payment to the Child Nutrition Program using nonpublic funds to cover these debits/charges. The school office is responsible for collection of any money from students/parents. The Child Nutrition Program may not enter into collection procedures.

Meals must not be denied to students in grades K-3. No charges are allowed for a la carte items or for adult/visitor meals.

STATUTORY AUTHORITY:

CODE OF ALABAMA

LAW(S) IMPLEMENTED:

CODE OF ALABAMA

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: 2012

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FACILITIES

8.50

- I. It shall be the responsibility of the City of Chickasaw Board of Education and Superintendent to develop and/or implement plans that will meet the present and future educational requirements of the community consistent with state laws. To discharge this responsibility effectively, the Board shall develop a long-range capital plan to meet the school facility-related requirements of the system.
- II. The Board will involve administrators, teachers, students, parents, local citizen groups, specially designated committees, and technical personnel, e.g., architects, planners and approved outside consultants in the design, development and/or revision of the long-range capital program.
- III. Subject to Board approval, the Superintendent is authorized to secure the services of experts, including planning and architectural consultant(s), in the area of school plant planning, to work with staff in developing project specifications.
- IV. New construction or renovation at school facilities shall have the approval of the State Superintendent of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-3-17, 16-4-21, 16-12-6, 16-12-7, 16-13-90, 16-9-22

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-2-03-.01

HISTORY:

ADOPTED: 2012

SUPERVISION OF CONSTRUCTION

8.51

- I. The Superintendent or designee shall provide to the City of Chickasaw Board of Education a review of the architect's activities in his/her supervision of any building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the school system. The Superintendent or designee shall make periodic reports certifying that the work of the construction contractor and the architect are being performed in accordance with plans, specifications and contracts.

- II. Upon completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance will be made to the City of Chickasaw Board of Education by the Superintendent.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3, 16-3-12, 16-3-14, 16-4-10, 16-13-90

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-2-.01

HISTORY:

ADOPTED: 2012

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IMPROVEMENTS TO SCHOOL PLANTS AND GROUNDS

8.53

Any individual or group, including the parent-teacher organization, which desires to improve the school site, to add facilities, or to install equipment, shall submit a written proposal to the principal and Superintendent for City of Chickasaw Board of Education approval. Any such improvement or addition shall become the property of the Board. Permanent structures shall have utilitarian value in the operation of the school or may be erected in memory of an individual who has been associated with the school either as a student or Chickasaw City School System employee or in honor of an organization which has made some outstanding contribution to the school or system. All improvements or additions must meet current building codes, including the Americans with Disabilities Act and State Department of Education Bulletin 1983-26 as amended.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-2-2-.02 et seq.

HISTORY:

ADOPTED: 2012

TECHNOLOGY AND TELECOMMUNICATION PLAN AND
ELECTRONIC COMMUNICATION USE

8.60

- I. The Chickasaw City School System shall develop a comprehensive technology and telecommunications plan for administrative and instructional purposes. The plan shall advance and promote public education consistent with technology advances and availability of resources. To the extent feasible, it shall promote access, collaboration, and information sharing between and among schools, system offices, and the global community and include provisions for protecting students from access to inappropriate and prohibited information and materials.
- II. The Superintendent or designee shall be responsible for establishing and authorizing use of technology, telecommunications services and networks consistent with the telecommunication plan which shall be presented to the City of Chickasaw Board of Education for approval. Such plan shall be updated periodically and submitted for Board review and approval.
- III. Guidelines shall be broadly distributed and/or posted in appropriate locations. Such guidelines shall address computer room access; sale of computer services; acceptable use; proper etiquette; security; vandalism; harassment; and supervision of student use by staff. Any user violating such guidelines shall be subject to denial of school-based access and such other legal or disciplinary actions as are appropriate to the violation.
- IV. Chickasaw City School System computers, network access, and other information resources such as electronic mail (e-mail) are provided for staff use to support the system's mission and goals. Access by staff and students to inappropriate and prohibited information and materials shall be limited by the use of appropriate software. All such resources are City of Chickasaw Board of Education property and subject to the same rules for use as other physical property. In addition, the following rules shall apply:
 - A. Use of information resources should be limited to legitimate educational purposes. Programs for personal use should be avoided. Use for illegal or commercial purposes is not authorized.
 - B. E-mail, World Wide Web pages, and other forms of electronic documentation:
 1. Will not be obscene, abusive, or contain other inappropriate material.
 2. Will require the same handling as other public records.
 - C. User accounts and passwords must not be shared except where authorized. The person in whose name an account is issued is responsible for its proper use at all times.

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- D. Copyright and license agreements will be respected; no unauthorized copies of programs or files will be made.
 - E. Users shall not take unauthorized actions which gain access or attempt to gain access to, deny access or attempt to deny access to, disrupt, change, or destroy the data or service of the computer or network systems.
 - F. Use of electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including chain letters and jokes, is not authorized.
 - G. Users must avoid spreading computer viruses. Users may not download files from unknown sources. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
- V. The network management accepts no responsibility for harm caused directly or indirectly by network use. There is no expectation of privacy when using City of Chickasaw Board of Education provided equipment and network resources.
- VI. Users must acknowledge their understanding of all policies and guidelines on a yearly basis by reading and signing the applicable Chickasaw City School System Acceptable Use Policy. The Chickasaw City School System will periodically update the Acceptable Use Policy for Students and the Acceptable Use Policy for Employees.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-21-1 TO -3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

§290-1-4-.01(4)

HISTORY:

ADOPTED: 2012

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TELEPHONE SERVICE

8.61

- I. To promote efficiency and economy, the Superintendent or designee shall develop a uniform system for implementing effective telephone service systems, including use of telephone lines to support technology. Chickasaw City School System personnel shall be informed of this system.
- II. The Chickasaw City School System shall encourage use of toll free networks or equivalent services.
- III. Telephone service and long distance billings shall be subject to periodic review and audit. No person shall charge unreimbursed long distance personal calls to the City of Chickasaw Board of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-12-3

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: 2012

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WELLNESS

8.62

The City of Chickasaw Board of Education believes a good education prepares students for all facets of life, including healthy living. In accord with the State Board of education's Implementation Guidelines for Exercise and Nutrition, the school board supports activities to encourage student wellness, including:

1. Integrating nutrition information across the curriculum, aside from the health curriculum, when appropriate;
2. Providing students opportunities for physical activity such as physical education courses and intramural athletics;
3. Adopting regulations regarding reimbursable meals consistent with federal guidelines;
4. Encouraging students to participate in the school meal program for which they are eligible; and
5. Supporting professional development for staff and informational programs for students on nutrition and physical education.

The superintendent will designate an administrator to oversee the board's efforts to promote student wellness and collaborate with parents, students, administrators and food authority representatives when developing student wellness policies and programs.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: 2012

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CELL PHONE USE

8.63

The City of Chickasaw Board of Education prohibits students from using the following electronic items during school hours: cellular telephones, beepers, or walkie-talkies.

Any student found in violation of this policy may be subject to suspension or other disciplinary action by the school administration and/or the City of Chickasaw Board of Education.

STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-1-27; ACT 1989, #89-953;
P.1880, §1, ACT 2006-530, §1

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: 2012

RECORDS RETENTION AND DISPOSAL

8.80

- I. The City of Chickasaw Board of Education shall establish and maintain a system for the retention and destruction of school records consistent with legal requirements to minimize record storage requirements and permit the Superintendent to administer the affairs of the Chickasaw City School System more efficiently.
- II. After complying with the provisions of laws and rules, the Superintendent is authorized at his/her discretion to destroy general correspondence and other records, papers, and documents, provided such records do not serve as an agreement or understanding or have value as permanent records. However, commodity records are to be maintained according to Child Nutrition Program guidelines, and records of milk, bread and juice are to be maintained permanently.
- III. Document Preservation Plan and Litigation Hold for Electronic Records

The Chickasaw City School System will develop a document preservation plan to ensure that when a lawsuit is filed or reasonably anticipated, it takes special precautions to prevent the loss of potentially-relevant electronic data. Electronic data includes all forms of electronic communications and records such as email, word processing, calendars, voice messages, videos, photographs and other digital information.

When a lawsuit is filed or reasonably anticipated, a litigation hold shall be issued to appropriate individuals, which shall define and identify records to be preserved and direct that the records be preserved and how to do so. A person receiving a litigation hold has a duty to preserve all records, whether existing or later created, in the person's possession or scope of responsibility that are identified in the litigation hold, effective immediately. The Board's duty to preserve records shall continue until the litigation, or the threat of litigation that prompted the litigation hold has ended.

After a lawsuit is filed and when the Board receives a request from an opposing party for production of electronic records, the Board's counsel and the Board will determine the best approach to take in order to efficiently produce a complete and accurate response.

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STATUTORY AUTHORITY:

CODE OF ALABAMA
16-1-30

LAW(S) IMPLEMENTED:

CODE OF ALABAMA
16-11-9, 16-13A-6, 36-12-2, 13-12-40, 41-13-1
ALABAMA STATE RECORDS RETENTION SCHEDULE #917

ALABAMA ADMINISTRATIVE PROCEDURE ACT:

HISTORY:

ADOPTED: 2012